

## **GRANTS WRITER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical and supervisory work coordinating the daily operations of a grants development function. Incumbent provides technical assistance to staff in the areas of grant identification and preparation. The incumbent will be required to travel, as needed, to maintain communications with funding representatives. The incumbent reports to the Assistant Superintendent for Instruction.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Identifies grant sources;
- Interprets grant rules and regulations and monitors grant development to ensure compliance;
- Coordinates timetables, meetings, input and deadlines to expedite timely grant submission;
- Assists in developing reports and other documents required by funding agencies;
- Provides technical assistance to administrators and Shared Decision Making (SDM) teams on grant sources and subsequent grant preparation;
- Assists in training staff in grants development by conducting seminars, workshops and providing on-the-job training;
- Acts as liaison for state, federal and foundation funding sources;
- Assists in budget preparation for grant components;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of grant development and proposal writing;
- Good knowledge of federal, state and foundation funding sources;
- Good knowledge of personal computers and office equipment;
- Good knowledge of appropriation determinations and allocations;
- Ability to act as liaison with representatives of various funding sources;
- Ability to construct and conduct a variety of training tools with regard to grant development;
- Ability to perform research;
- Ability to coordinate and monitor grant proposal development;
- Ability to compile quantitative and narrative reports;
- Mathematical ability;

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- Ability to communicate effectively both orally and in writing;
- Initiative;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of paid fulltime experience in a capacity involving program development, research and/or evaluation or closely related field, one (1) year of which shall have involved grants preparation; **OR**
- b) Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years of paid fulltime experience in a capacity involving program development, research and/or evaluation or closely related field, one (1) year of which shall have involved grants preparation; **OR**
- c) Any equivalent combination of training and experience defined by the limits of (a) and (b) above which shall have included a minimum of the equivalent in completed college credits for an Associate's Degree, and five (5) years of paid fulltime experience in a capacity involving program development, research and/or evaluation or closely related field, one (1) year of which shall have involved grants preparation.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

Revised: 3/29/95  
1/28/04